

**Memorandum of Understanding**  
**Between**  
**The United Nations Centre for Trade Facilitation and Electronic**  
**Business (UN/CEFACT)**  
**And**  
**The Organisation for the Advancement of Structured Information**  
**Standards (OASIS)**

**Whereas** UN/CEFACT and OASIS:

- Share the same goals of open, interoperable standards for electronic business;
- Have initiated, organised and promoted the development of ebXML and jointly own its copyright.

**Recognising** that:

- The agreed eighteen months rapid development stage of the ebXML project has been successfully completed on time;
- The specifications that have been developed need to be published and maintained;
- Further specifications need to be developed.

**Agree**, following the procedures of their own organisations, to continue to advance the development, promotion, implementation and interests of ebXML by:

1. Jointly publishing the specifications, technical reports, and white papers, which were approved and accepted at the Vienna meeting;
2. Allocating responsibility to each organisation for parts of the project and its deliverables as defined in Appendix 1;
3. Encouraging and facilitating the participation of current ebXML experts in the project teams identified in Appendix 1;
4. Ensuring the effective coordination and marketing of ebXML and, in particular, striving to avoid duplication of effort between its various parts, by establishing a management committee whose terms of reference are attached at Appendix 2;
5. Encouraging joint meetings of the UN/CEFACT - OASIS ebXML groups of experts;
6. Coordinating with other relevant international organisations and especially the World Wide Web consortium (W3C) to, where possible, align work programmes and seek to minimise the risk of divergent and competitive approaches.

**Additionally**, given the goal and mandate of OASIS, UN/CEFACT will, if OASIS desires, facilitate their participation in the ISO/IEC/ITU/UNECE Memorandum of Understanding on Electronic Business.

For UN/CEFACT

Ray Walker

Chair, UN/CEFACT Steering Group

For OASIS

Patrick Gannon

Chair, OASIS Board of Directors

Vienna, 11 May 2001

## **Division of Responsibilities and Deliverables**

The following division of responsibilities is agreed:

### UN/CEFACT

Business Processes  
Core Components

### OASIS

Transport, Routing and Packaging  
Registry and Repository  
Collaboration - Protocol Profile and Agreement  
Security  
Conformance

### UN/CEFACT and OASIS

Technical Architecture  
Marketing

## **The Terms of Reference of the ebXML Management Committee**

### A – Responsibilities

The ebXML Management Committee (MC) is responsible for:

1. Ensuring effective coordination and striving to avoid duplication of effort between the UN/CEFACT Working Groups and the OASIS Technical Committees responsible for maintaining or developing ebXML projects;
2. Encouraging effective technical linkages between these groups by facilitating, where appropriate, the appointment of liaisons to and from groups who have close technical relationships. UN/CEFACT and OASIS, under their respective procedures, shall ensure that such technical liaisons will be members of the group they are liaising with. The MC will maintain a registry of the liaisons;
3. Initiating and developing relationships with other organisations so as to advance the interests of ebXML and the development of electronic business;
4. Promoting and marketing ebXML;
5. Progressing and resolving other issues that may arise in the maintenance, development, promotion, and implementation of ebXML.

### B – Structure and Methods of Working

1. The MC shall comprise of three voting members appointed by the Steering Group of UN/CEFACT and three voting members appointed by the OASIS Board of Directors. In addition, in non-voting capacities, UN/CEFACT and OASIS shall each appoint two technical experts as members of the committee and together appoint a person to represent the ebXML marketing team. The quorum for the MC shall be two voting members from each organisation.
2. The MC shall elect a Chair from one of the voting members who will serve for a period of six months. Thereafter, the position of Chair shall rotate between the organisations with each Chairperson serving for six months. The member elected to the Chair shall retain the right to vote.
3. The preferred method of reaching agreement on any issue shall be by consensus but if that cannot be achieved the Chair shall formulate a resolution and call for a vote. For the resolution to be approved, at least four members must vote in favour.
4. The MC shall meet on a regular basis (normally monthly) including teleconferences and shall strive to meet face-to-face at least every six months. It shall develop its own procedures.

## C - Formation of the Committee and review of these Terms of Reference

1. The MC shall be formed no later than 18 June 2001 and shall review its Terms of Reference every six months thereafter.

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V.1.0